



Office of Management Consulting and Training & Office of Public Affairs

MANAGEMENT SEMINAR FOR GOVERNORS' SCHEDULERS

Reno, Nevada

July 9-11, 2003

Preliminary Agenda

Wednesday, July 9

6:00 pm Combined welcoming reception with governors' communications staff

Thursday, July 10

7:30 – 8:00 a.m. Continental Breakfast

Scheduling Staff Only

8:00 – 8:45 am **INTRODUCTIONS & OVERVIEW**

- Introductions
- Seminar Agenda, Discussion of Participant and Leader Roles, and Norms

8:45 – 10:00 am **MANAGING the "PROCESS": Part I**

- Receiving and Tracking Requests
- Coordinating with Others: Advance, Communications and Policy
- How we Leverage Technology

10:00 – 10:15 am Break

10:15 – 11:30 am **MANAGING the "PROCESS": Part II**

- Prioritizing and Decision Making
- The Art of Saying "No"
- Evaluating the Schedule

Combined Events with Governors' Communications Directors and Press Secretaries

11:30 – 1:00 p.m. **WORKING LUNCH**

Thursday, July 10 Continued

Combined Events with Governors' Communications Directors and Press Secretaries

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| 1:00 – 3:00 pm | USING EVENTS TO ANCHOR YOUR COMMUNICATIONS PLANS
An Interactive Exercise <ul style="list-style-type: none">• Introduction• Exercise• Debrief and discuss exercise outcomes |
| 3:30 pm | Meet in hotel lobby for transport to dinner |
| 5:00 pm | Boat Cruise on Lake Tahoe |

Friday, July 11

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| 8:00 – 8:30 am | Continental Breakfast |
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Schedulers Only

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| 8:30 – 9:45 am | THINKING & SCHEDULING STRATEGICALLY <ul style="list-style-type: none">▪ Knowing your Governor and their agenda▪ Knowing the Environment▪ How we Work Proactively |
| 9:45 – 10:00 a.m. | Break |
| 10:00 – 11:30 a.m. | SELF-PRESERVATION <ul style="list-style-type: none">▪ Tips for Managing Your Time▪ Staying Sane/Managing Stress▪ Re-Energizing |
| 11:30 a.m. | Seminar Concludes |

05/08/03